

## GRANTEE MONITORING

Grantee Name	myHealth for Teens & Young Adults
Location/Address	15 8 <sup>th</sup> Avenue South, Hopkins MN 55343
Date and Location of Site Visit	Tuesday, January 10, 2017 at myHealth clinic
Grantee Participants	Jennifer Benton, Program Manager Gerilyn Hausback, Executive Director Jen Chamberlain
MDH Participant(s)	Mary Ottman, Grant Manager
Grant Agreement #/PO #	109451

### **PURPOSE:**

In accordance with the MDH Policy 238.01 Grantee Monitoring, MDH will conduct at least one monitoring visit per grant period on all state grants of over \$50,000, and at least annual monitoring visits on grants of over \$250,000.

The purpose of the grant monitoring visit is to review and ensure progress against the grants' goals, to address any problems or issues before the end of the grant period and to build rapport between the state agency and the grantees. This visit may cover topics such as statutory compliance; challenges faced by the grantee, modifications made to the grant program, program outcomes, grantee policies and procedures, grantee governance, and training and technical assistance needs.

The findings or information obtained through this monitoring activity will be used:

- To ascertain how MDH program funds are being utilized
- To provide targeted technical assistance needs
- To improve program implementation performance
- To suggest other training needs
- In future funding decisions

### **OVERVIEW**

1. Is the Grantee's non-profit 501(c) 3 status current? [Yes.](#)

## GRANTEE MONITORING

2. Does the Grantee have a central file containing the official records for this grant agreement and/or amendment? **Yes**
3. Where is this central file located? **Electronically, backed-up by third party administrator**
4. Who is responsible for this central file? **Executive Director, third party IT administrator**
5. Does the central file include
  - The grant proposal? **Yes**
  - The award letter? **Yes**
  - The signed grant agreement and any/all amendments? **Yes**
  - Any/all requests and/or approvals for scope/budget changes? **Yes**
  - The work plan? **Yes**
  - Any/all payment requests (invoices)? **Yes**
  - Any/all signed subcontracts? **Not applicable (no subcontracts)**
  - Any/all Progress Reports? **Yes**

## REPORTING REQUIREMENTS

1. Does the organization meet all reporting requirements as outlined in the grant agreement and/or amendment? **Yes, reports are submitted in timely manner.**
2. Are expenditure reports submitted timely and accurately? **Yes**
3. Are progress reports submitted with all required information and in a timely manner? **Yes**

## CONTRACTUAL

1. Does the Grantee have written policies or procedures addressing use of contractors and/or subcontractors? **N/A**

## GRANTEE MONITORING

2. Were any sub-contractors paid from the MDH grant required to sign a contractual agreement outlining services to be rendered, duration of engagement, and pay rate? [N/A](#)
3. Was the contractual agreement(s) reviewed and approved by MDH before implementation? [N/A](#)

### PERSONNEL POLICIES, PROCEDURES AND PRACTICES OF THE GRANTEE

1. Are time distribution records (e.g., time-sheets) maintained to show how employees who are funded through, or contributed in kind to, the MDH grant and who work on multiple projects/programs spend their time? [Yes](#)
2. Do personnel and/or payroll records show dates of hire/termination, immigration status if applicable, actual hours of time worked, leave time, federal and state programs worked on, and earning for all employees who are funded through, or contributed in kind, to the MDH grant? [Yes](#)
3. Does the Grantee have policies and procedures in writing regarding:
  - Payroll? [Yes](#)
  - Travel? [Yes](#)
  - Overtime? [Yes](#)
  - Timesheets? [Yes](#)
  - Taxes? [Yes](#)
  - Purchasing? [Yes](#)
  - Compensated time off? [Yes](#)
4. Are employees time sheets approved? [Yes](#)  
  
By whom (what position)? [Clinic Director approves program director's time sheet; program director approves Becoming program nurse time sheet](#)  
  
By the Executive Director? [No](#)
5. Does the Grantee's payroll preparation and distribution involve more than one employee? [Yes](#).  
[Administrative Manager inputs payroll, Executive Director approves payroll](#)
6. Does an authorized official approve all checks before being signed? [Only Executive Director can sign checks. All checks are manually signed and approved.](#)

Additional Comments:

## GRANTEE MONITORING

### PROGRAMMATIC QUESTIONS

Please use this space to answer all questions.

#### ***Program History***

- When was your program started? Why was it started? Program was started in 1987 to help provide education, support, and resources to pregnant and parenting teens and young adults that were in need of extra assistance.
- What need does your program fulfill? This program helps to give teens and young adults the tools needed to have healthy pregnancies and be successful parents.
- How has the program grown or changed since its beginning? The Becoming Program was started as a phone follow-up program. Over time it changed into a home visiting program and has now expanded to include both one-on-one home visits and group classes.

#### ***Grantee's Target population***

- Who does the organization primarily serve? Teens and young adults ages 12-23
- What is the program's demographic and geographic coverage? The Becoming Program includes pregnant and parenting teens and young adults ages 12-23 and covers Carver, Scott, and western Hennepin counties.
- Review recent Demographic reporting. Recent Demographic Reports were reviewed. Report counts are reasonable according to the work plan.

#### ***Leadership and Governance***

- Effective Board: How many board members currently serve, who are they? 10 board members currently, roster attached
- How often do they meet? How are they informed of organization's progress and challenges? myHealth board meets 11 months a year. Board committees also include an executive, finance, governance, marketing and advancement committees. Each committee meets monthly. Minutes of each committee meeting and full board meetings are distributed to members monthly.
- How supportive is the Board of the program? The board of myHealth is very supportive of the Becoming program.
- How is the program staffed? Who is responsible for the supervision of grant staff?
  - How are staff evaluated on their performance? How long have PA staff been employed there? All myHealth staff members are evaluated annually. The program manager was hired in January 2012 and the program nurse was hired in October 2015.

## GRANTEE MONITORING

- How are staff background checks done? [Background checks are completed prior to hiring and licensure is verified annually.](#)
- What is your organization's policy on complaints for staff and clients? [Our clients are surveyed twice yearly and all complaints or suggestions for improvement are evaluated by the clinic manager and medical director. Staff are encouraged to work with their direct supervisor, clinic director, administrative manager and/or executive director for issues that need resolution.](#)

### **Budget**

- Does the current budget reflect your work plan activities? [Yes](#)
- Is the budget accurate for the project size/scope? [Yes](#)
- Do you have any challenges with the budget or invoicing? [No](#)
- Has your Financial Reconciliation taken place? [No](#)
- If you have an elevated risk designation, and/ or your Financial Reconciliation report cited any concerns, these will be discussed. [N/A](#)

### **Review Work Plan including:**

#### **Partners**

- If applicable: how are people referred to the program? Are there any barriers encountered with referral sources? What is your most common referral source? [Clients can be referred by school, their clinic, social work, or through myHealth clinic staff. We have not encountered any barriers with referral sources. The most common referral sources are high school and myHealth clinic.](#)
- Challenges with partners or specific counties? [One challenge would be the size of Hennepin county which makes it hard to draw borders to define what is considered "western". We look at referrals that live in Hennepin county on a case by case basis.](#)

#### **Work Plan**

- Review your 2016 – 19 grant application's description of the program you are asking to be funded. On your work plan note the services and activities you said you would provide and the number of clients you would serve.
- **Prepare a short summary of your current program(s) and the number of clients being served.** How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased

## GRANTEE MONITORING

or increased since June 2016? Is there anything in particular you want to share about your current program to explain its current status? [The Becoming Program is a home visiting program for pregnant and parenting teens and young adults to provide them with education, support, and resources. At the time of this report, the program has 26 clients enrolled. We are providing all the services listed in the grant application. One activity that has been added is the Young Moms Connect group. We were recently able to restart this group which provides clients with education in a group setting. The number of clients has not changed significantly since June 2016. The program has not been increasing in size as it has in the past due to the decrease in positive pregnancies we have seen in clinic.](#)

- Do you anticipate making any changes to the 2017-18 Work Plan? If so, in what way and for what reasons? [We do not anticipate any changes.](#)

### **Participants:**

- What type of outreach does the organization put into action? What is working well? What are more the challenging aspects to finding or retaining clients? One of the challenging aspects to finding clients is that with the pregnancy rate decreasing we are getting less referrals. A challenge with retaining clients is due to the age range we work with the clients as our clients can be unpredictable.

### **Data:**

- How is program data collected and by whom? Is data collected useful to agency? [Program data is collected in our electronic health records system, NextGen.](#)
- Anything we can do to help or simplify data collection? [Not at this time.](#)

### **Review Evaluation**

- Your 2015-16 Evaluation Report Summary will be discussed (If you were a past grantee). [N/A](#)
- Your 2016-17 Evaluation Plan will be reviewed. Any suggestions provided in your 2015-16 Report Summary should be included in the plan, if you are continuing a similar evaluation. If you are planning a new evaluation, details will be discussed. Do you have any questions on your evaluation?

### **Miscellaneous**

- Anything else you would like to share?
- Anything else we haven't asked?

## GRANTEE MONITORING

### ***What can we do to help?***

- Trainings and Grantee meetings useful for grantee? Any topic suggestions?
- Feedback or suggestions for the state?
- Is there any way MDH can assist you to better equip your success in the Positive Alternatives Grant Program?

### ***Summary:***

MyHealth for Teens and Young Adults is a new grantee for the PA grant program. They had received a grant in the 2006 – 10 grant cycle but had not received funding since. Their PA funding was requested for their *Becoming Program* to help equip teens and young adults in unplanned pregnancies with the tools needed to have healthy pregnancies and to be successful parents. Their *Becoming Program* is a home visiting based model where one-on-one visits are offered to clients based on their needs. Specifically their funding provides the following programs: outreach, case management, material support, mental health services, and pregnancy and parenting education. Referral sources include many area high schools including Hopkins, Eden Prairie and Chanhassen. Clients are served frequently from Carver, Scott and western Hennepin Counties. Staff have also used Hennepin County Teen/Parent Connect as a referral source for housing needs for needy clients. Finding adequate housing referrals for clients continues to be a struggle for the organization. Staff have also recently reached out to Cradle of Hope and have become a partner organization to provide pack n plays for all clients in need of a safe sleep environment. Staff also use a mental health/depression screening for all clients and make referrals for those clients that may need mental health services to the organization's own staffed mental health clinic.

MyHealth for Teen and Young Adults has been able to provide well needed services to the western metro area. The staff has been motivated to provide attentive care and mentoring for those young women in unplanned pregnancy situations. MyHealth for Teen and Young Adults has had a good start to their Year 1 as a new grantee.

**Date: April 26, 2017**

**Grant Manager: Mary Ottman**